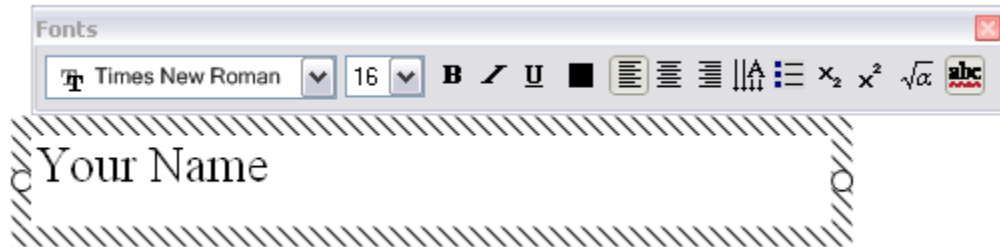
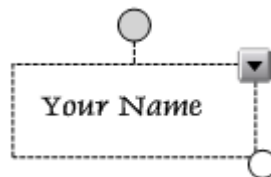


# Hands-On Practice 1: Notebook Software Basics

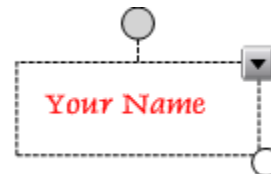
- 1 Launch Notebook 10 by double-clicking on the Notebook 10 software icon on the desktop.
- 2 If the *Welcome to Notebook* window appears, click on **New Notebook File**.
- 3 Click in the work area, and type your name. Your name appears in Times New Roman font face, plain style, 16 pt and black color.



- 4 Click the Properties tab and then click on your name. On the Properties tab, click on **Text Style**. Change the font face, style and size of your name.



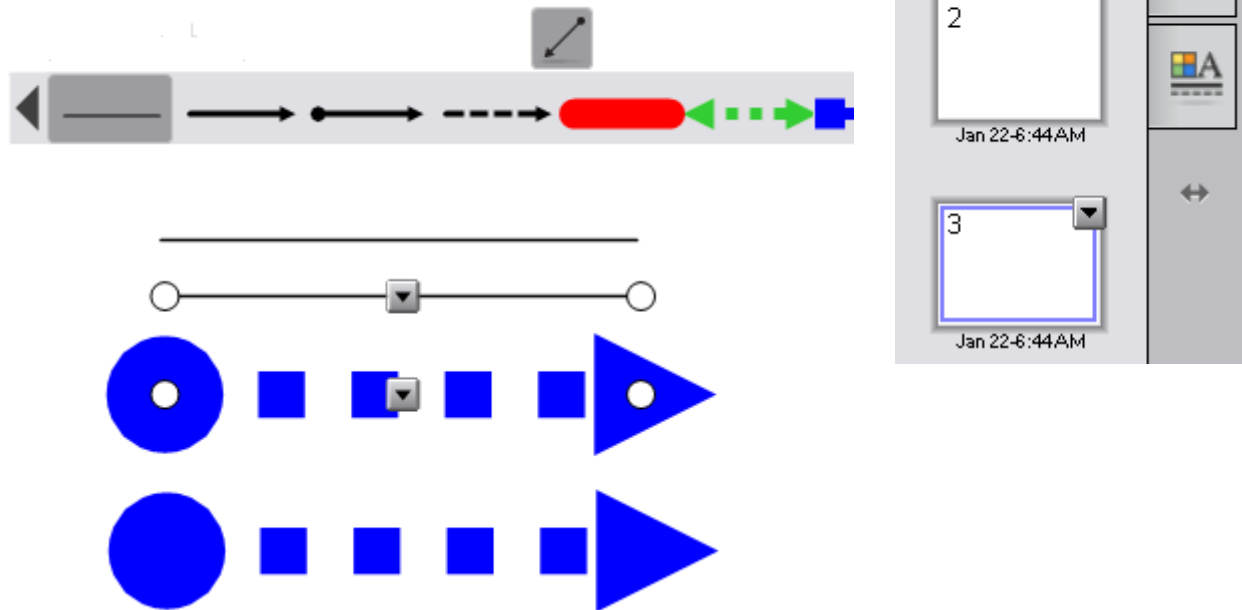
- 5 Click on **Line Style** on the Properties tab. Change the color of your name. Click on the **Save** icon on the toolbar. Choose a name for your file, and click **Save**.



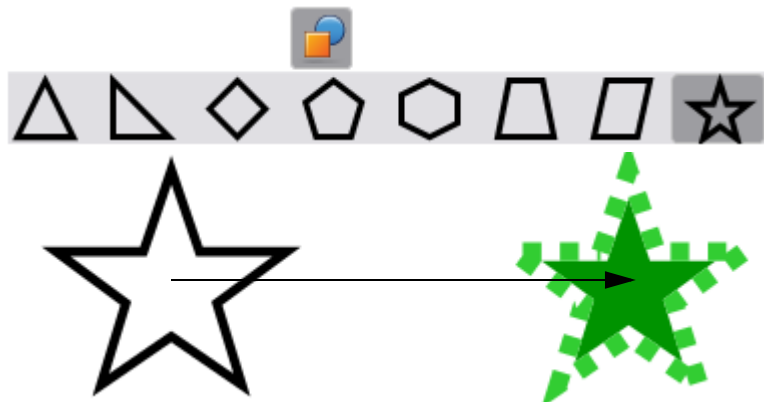
- 6 Click twice on the **Add Page** icon on the toolbar to add two more pages to your file.



- 7 Click on the Page Sorter tab. You will see your two new pages. Page three is now the active page, and it is empty. Your name remains on page one.
- 8 Click on the second page. Click on the **Draw a Line** icon on the toolbar. Draw a line in the work area. Click on the Properties tab. Click on the **Select** icon on the tool bar. Click on the line you drew in the work area. It is now the active object on the page. Click on **Line Style** on the Properties tab. Change the color, thickness, style, start shape and end shape of your line. Click in the Work Area. Save your Notebook file.

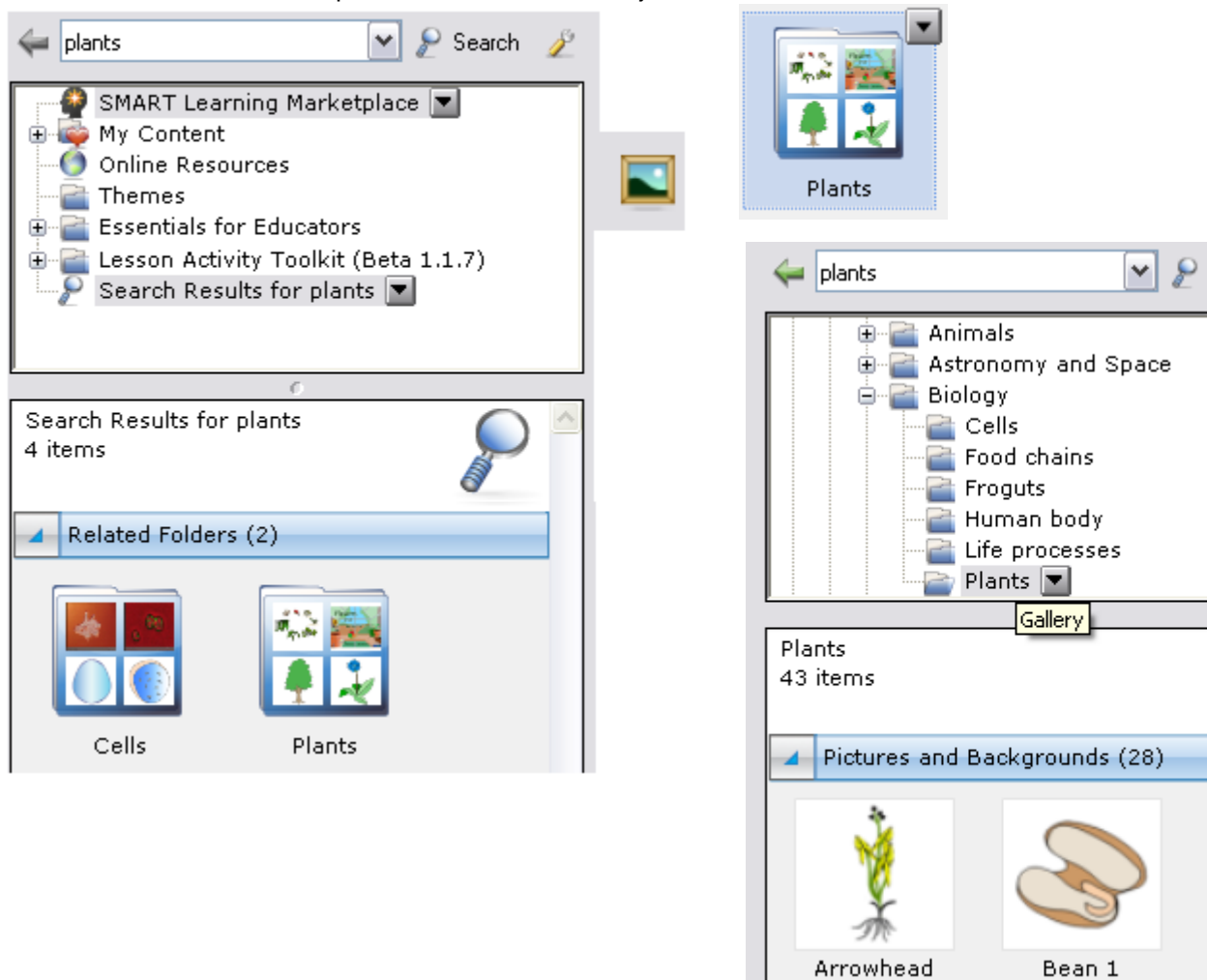


- 9 Click on the Page Sorter tab. Click on page three. Click on the **Create a Shape** icon on the toolbar. Click on the star shape on the sub-toolbar. Draw a star in the work area on page three. Click on the **Select** icon on the tool bar. Click on the Properties tab. Click on your star. Your star is an active object on the page, and **Fill Effects** are active on the Properties tab. Change the fill color of your star. Click **Line Style** on the Properties tab. Change the color, thickness, and style of the line border of your star. Click in the Work Area. Save your file.

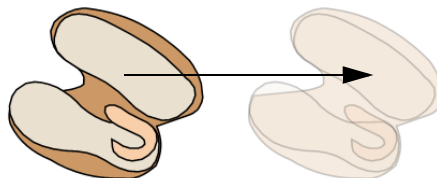


- 10 Click on the **Select** icon on the toolbar. Click on the **Add Page** icon, to add another page to your file. Click on the Page Sorter tab. Page four is now the active page.

- 11 Click on the Gallery tab. In the Search window, type *plants* and click on the **Search** icon (the large magnifying glass). Click on **Related Folders** and click on the **Plants** folder. Click the arrow on the folder and click **Open**. Click on **Pictures and Backgrounds**. Click one of the pictures, and drag it to the work area. Your picture is now an active object.



- 12 Click the Properties tab, and change the transparency of the picture. Save your file.



- 13 Click the Page Sorter tab. Drag page four so it will appear immediately after page one. **Note:** When you drag a page to a new location, a solid bar indicates the new position. Save your file.
- 14 Share your results with your colleagues. Close Notebook software. **File > Exit**

